

Thank you so much for taking a deposition with iDepo Reporters! We are very glad you chose to work with us, and we're sure our clients will be, too.

Here is a list of what we request of you when you're working with us. At the end, you'll find a list of our responsibilities to you. Please feel free to call with any questions you may have.

And thanks again!

### **Deposition Guidelines:**

- Please arrive to the conference room a minimum of 30 minutes prior to the deposition start time. That way, you'll be able to set up, introduce yourself, and have some coffee or water ready without being rushed. We've found that this makes for a better day for everyone. You may also get a peek at the exhibits and any more detailed information before they go on the record.
- Please bring some treats or goodies with you, like cookies, brownies, snack mix, etc. We will reimburse you \$5 per day for them. If there are more people appearing, just call the office in advance to let us know, and we can accommodate. Include the receipt in your worksheet turn in and upload. Did you make them yourself? We'll gladly give that \$5 to you!
- Please pass along any feedback you get from the attorneys, positive or negative. If they compliment you, we want to know so we can send you back to them! If they have an issue with anything, the sooner we hear about it, the sooner we can fix it. Thank you for being our eyes and ears on the ground.

### **General Guidelines:**

- All jobs are due within **10** business days. Please use our online turn in.
- Please upload exhibit scans within 48 hours of your deposition via our webpage.
- Please let us know as soon as possible if your job is expediting, continuing, or if another deposition in the case has been set.

### **Transcript Guidelines:**

- Each and every page must have numbered lines from 1 to 25, outside of the box.
- All page numbers will be to the far right at the bottom, outside of the box.
- Please use upper and lower case as indicated in the sample cover sheets (first 5 pages).
- The body of the transcript will be in upper and lower case.
- Please include phone numbers and email addresses on the appearance pages.
- Address all counsel in the appearance pages as Esq., i.e. John Smith, Esq.

### **Transcript Guidelines, Continued:**

- Include an errata sheet at the very end of your deposition. (Sample enclosed.)
- Please use California standard format for non-videotaped proceedings. Please use California videotaped deposition standard format for videotaped proceedings *only*. If you're out of state, we'll send guidelines.
- If you are on CaseCatalyst, call the office for format files.
- Please only send us a time-stamped file when a proceeding is videotaped or when counsel requests time stamping.

### **Rough Draft Guidelines:**

- Please include a disclaimer on page 1 of your rough. A sample of our standard disclaimer is enclosed.
- Do not include cover pages or cert pages in your rough.
- When sending a rough to counsel, please copy us at [production@iDepoReporters.com](mailto:production@iDepoReporters.com).

### **Please Check For These Common Errors Before Uploading Your Final Transcript:**

- Misspelled names of attorneys and witnesses
- Incorrect speaker identifications
- Incorrect date, day, and/or time of proceedings
- Missing Exhibit blurbs
- No spell check run by the reporter

### **Our Responsibilities To You:**

- We will pay you promptly. We promise to pay your O&I within 45 days of turn in, but will do our best to pay you within 30 days. We want to make sure you're taken care of!
- We will notify you of any copies ordered and pay you as soon as we receive payment for them. Our goal is to pay all copies along with the O&I. That's better for us and faster for you, too.
- We will send you a full breakdown of what you are being paid.
- We will listen to your feedback and keep working with you so that your experience with us is the best it can possibly be.
- We will try to keep you on jobs that you love. We want you to be happy.
- We will let you know when you are requested, even if you're not available to take the job.